



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town

CHARTERED 1749 INCORPORATED 1961

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MEMORANDUM

TO: Mayor and Town Council

FROM: Daniel E. Taber
Town Manager

DATE: December 1, 2011

RE: Town Manager's Report

During the month of November, the Town of Dumfries suffered a significant loss with the passing of Mayor Fred Yohey. Despite this occurrence, Town Staff continued to perform their duties in an exemplary manner working on a wide range of projects, studies, and initiatives. The individual department reports included in your agenda packet provide additional information on these and other activities.

Through action of Council, we were able to restructure budget items in the Police Department and in the Department of Community Services by an interdepartmental transfer of funds. Efforts have begun to prepare for mid-year budget review and it is anticipated that there will be several budget transfers recommended once that review is presented to Council. At this point I do not feel that there will be any major issues involved in the mid-year budget review although I remind Council that there will be some funding shifts needed within certain Departments.

Ginn Park Project

I am pleased to report that all site work dealing with the abandonment of existing well and septic systems on the Ginn park site has been completed. On September 16, 2011, I attended what I considered to me a very productive meeting of the Ginn Park Committee where a detailed discussion was held concerning how the Town should move forward with the project in light of the fact that our grant application was not selected for continuation of the second year of grant funding. The committee discussed defining what a realistic definition of a "police presence" at the park would actually mean at this early stage of park development. An initial phase one was discussed in detail and additional information will be available through the committee chairman.

Records Issues

While compiling records in response to a recent FOIA, I became acutely aware of issues involving our storage of, and access to, Town documents and records. It is clear to me that over the next twenty-four months, several meaningful steps must take place to establish a more modern, accurate, and efficient method for record storage and retrieval. Over the next few months a plan will be developed to address

these concerns and the necessary funding aspects will be dealt with through both mid-year budget review and the development of the FY 13 budget.

Town Clerk's Position

I am pleased to report that on November 28, 2011, Dawn Hobgood began her duties as the new Town Clerk. Although she is still in the initial stages of familiarizing herself with our existing systems and procedures, she has already made several suggestions for improvements. As an example you will begin to notice that more actions taken by Council will be documented and implemented through the use of the resolution process. This process will allow a clearer understanding of what staff has been requested to do and formalizes one of the more important functions of a Town Council in giving direction to staff.

Potomac Landfill

At the November 15th Council Meeting, representatives from the Virginia Department of Environmental Quality (DEQ) appeared before Council and provided an update on recent violations at the Potomac Landfill. They gave a clearer picture of what actions they have taken concerning a previous spike in odor-related complaints and what actions were on-going. I want to be certain that you understand that at this point, all the Town has done is ask DEQ to enforce existing rules and regulations as they apply to the landfill operation. Our immediate goal is to work with the landfill and DEQ to make certain that the landfill operations are in compliance with all established rules, regulations, and previous consent orders. Over the past month there appears to have been a significant reduction in the frequency of odor-related issues, and we hope that the on-going negotiations between DEQ and Potomac Landfill regarding a new consent order will result in voluntary compliance and better control or elimination of odor-related issues.

First Town Center Project

Staff continues to spend a significant amount of time in reviewing the preliminary plans for the First Town Center Project that have been submitted for what has been estimated by the developer to be a fifty million dollar project. As you are aware, a developer sponsored public meeting was held November 3, 2011 on the project during which community members and interested parties were given their first look at the scope of the project. This project will remain a priority and will require a continued, concerted effort from staff over the next several months

Other Various Town Manager Activities for August

- Daily Administrative Responsibilities
- Staff Meetings
- Regular Council Meetings
- Briefings and Meetings with Town Attorney On Several Issues
- Individual Meetings with Staff
- Individual Meetings and Telephone Conversations with Council Members
- Individual Meetings and Conversations with Citizens
- FOIA Related Activities
- Several Personnel Related Meetings
- Comprehensive Plan Update Meetings
- Meeting with ACTS Director

- General District Court Appearance
- Senior Citizens Luncheon
- Planning Memorial Service for Mayor Yohey
- Complaint Investigation
- Research on 2012 Legislative Package

Should you have any questions or concerns, please contact me.